School of Engineering

Induction Information for
Graduate Research Candidates
2012

(version 2012:9)

Graduate Research Coordinator:
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Introduction

Welcome
All members of the School of Engineering extend a friendly welcome to you on joining us. Graduate Research candidates are considered to be “full members” of staff, who will contribute to the ongoing development of the School’s research profile. We encourage you to:

• Come to the staff and postgraduate common room;
• Participate in social functions arranged by the School, the Engineering Postgraduate Society, and Young Engineers Australia.

This booklet and Graduate Research candidates
This booklet is designed for the use of the Engineering School’s Graduate Research candidates (enrolled in a PhD or MEngSc by research) and should be read in conjunction with the Graduate Research information on the University’s website.

Contacts and getting advice
In general, the first point of contact if you have a problem or need advice should be your supervisor(s). If you need to talk to someone outside of your research project then contact the Graduate Research Coordinator (GRC). The Head of School is also available for consultation and has overall responsibility for all Graduate Research candidates. You can also contact staff at the Graduate Research Office.
Safety

Health and Safety Training for Staff and Post Graduate Students - Accountable Person Training

Health and Safety Training accountable person training should be completed within 2 weeks of the start of candidature. This is done online on “MyLO”. Access the online unit by logging on at https://mylo.utas.edu.au. You will see a Unit called “Staff Development - Staff Development - Work Health and Safety Training for Staff and Post Graduate Students - Accountable Person Training”. Click on this to enter the training site. If you do not see this unit, request access from the UTAS Health and Safety Unit (health.safety@utas.edu.au).

This training is particularly important in view of the inherent dangers in engineering research as a laboratory based science. One of the strongest impressions that you should gain during your settling in period is the seriousness with which occupational health and safety issues are regarded in the School.

Due to the potential hazards, access to laboratories is only granted to an approved key-holder. A candidate will typically be granted conditional 7 day, 24 hour access to their research laboratories, however after hours lab work must have 2 people present. It is responsibility of key-holders that they:

- are aware of safety policy and instructions;
- are aware of potential hazards within the area;
- are conversant with the safety procedures for any equipment they might require to use, and employ safe working practices.

Equipment and Safety

Equipment is a valuable resource for research activities in engineering, and should be treated with care. On occasions when you wish to use equipment that is located in teaching laboratories, permission must be sought from the general staff personnel in the appropriate area.

Before commencement of laboratory work you must attend a safety induction session with your supervisor or other designated person.

Graduate Research candidates who wish to conduct research in laboratories on their own after hours must seek the approval of their supervisors and the Head of School.

Graduate Research on the UTAS website

It is essential that you are familiar with all the relevant information contained on the Graduate Research section of the UTAS web site (http://www.utas.edu.au/research/graduate-research/home). You should ensure you keep up-to-date with the information there, particular the information for “Current Candidates”.

The “Rules and Guidelines” are also very important for your candidature – see http://www.utas.edu.au/research/graduate-research/rules-and-guidelines.

UTAS also has an online candidate management system that is accessed by Graduate Research candidates by logging onto “iGrad” – see
http://www.utas.edu.au/research/graduate-research/igrad. Log on to this system and become familiar with it.

**Graduate Research Staff**

**Supervisors**

A primary supervisor will be appointed to be your mentor and guide when you enrol. The supervisor has the key responsibility for coordinating, communicating and managing your candidature as well as overall responsibility for the guidance, direction and advancement of the research project and resulting thesis and ensuring that you are informed about the quality of your thesis. The supervisor is registered with the Board of Graduate Research.

It is common practice to also appoint one or more additional supervisors. These could be a co-supervisor (who is also registered), or a research advisor. (In some cases, for example when the Head of School is the primary supervisor, a consultant may be appointed.)

**Graduate Research Coordinator of the School**

The Graduate Research Coordinator (GRC), Dr Tim Gale, Hobart, room 222, (Phone: (03) 6226 2753, e-mail: T.Gale@utas.edu.au) provides a link between candidates, the School and other sections of the university, as well as organising a range of activities involving Graduate Research candidates. A particularly important role is to provide confidential advice on any problem that you may have that you feel cannot be handled satisfactorily by your supervisor. Problems are best tackled early, so please do not hesitate to approach the coordinator if anything is troubling you—this applies particularly to overseas students, who have to cope with cultural changes in addition to the excitement of commencing independent research. If the Graduate Research Coordinator is one of your supervisors you should talk to the alternate GRC (Dr Damien Holloway) or Head of School.

**Dean of Graduate Research, Board of Graduate Research and Graduate Research Office**

The Dean of Graduate Research is Prof Peter Frappell. The Dean chairs the Board of Graduate Research, which is responsible for the programs of study and research leading to a research higher degree.

The Graduate Research Office coordinates and manages the administration of research higher degrees.

Contact information may be obtained from the UTAS website.

**Candidature Requirements**

Candidature requirements are detailed on the UTAS website. This includes submission of a “Preliminary Research Plan” and completion of “Confirmation of Candidature” and “Annual Reviews”. More information on these requirements are available from http://www.utas.edu.au/research/graduate-research/home and you should ensure you are thoroughly familiar with them. Examples of essential reading are

- Rule 4 - Rules of Graduate Research (Word 196KB)
- Confirmation of Candidature
Preliminary Research Plan

Within the first six months for a PhD, or four months for a Masters, of the admission to candidature, candidates are required to prepare for their supervisor and supervisory team a Preliminary Research Plan using the prescribed form. This must subsequently be approved by the Dean of Graduate Research.

It is suggested that this plan includes a comprehensive literature review (added as an appendix) and also a detailed research methodology. Expectations for these are as follows.

Literature Review

The literature review should present a good attempt to review literature that is relevant to your general research objective and research plan, and usually be distilled into “themes” that are discussed and ultimately related to your proposed research. The literature review should culminate in the development of the specific detailed project ‘aims’. You may find techniques such as producing a “Table” summary of research in the area really helps with getting things into themes. The length would generally be more like 20 pages than 10, so it is not an insignificant piece of work.

Research Plan

The research plan should include detailed project methodology to fulfil the project aims. So it is certainly not a 1 pager - there could be anything up to 10 pages of detail here. The main difficulty (and benefit) with this is that the main decisions regarding the direction of the research need to be made, and sensible methods developed and documented. Again, this is not an insignificant task.

Graduate Certificate in Research

Information about the Graduate Certificate in Research can be found here [http://www.utas.edu.au/research/graduate-research/current/graduate-certificate-in-research](http://www.utas.edu.au/research/graduate-research/current/graduate-certificate-in-research). Completion of the Graduate Certificate in Research is an essential requirement of graduate research candidature, and requires significant time commitment and forward planning, especially to ensure you have enrolled and completed the units essential for confirmation before confirmation is due.

Confirmation Of Candidature

Confirmation of Candidature is performed by 11 months (PhD) and 7 months (Masters) and involves a Confirmation Committee comprising all members of the Supervisory Team and the Graduate Research Coordinator. The question at Confirmation is can the candidate plan, review, write and talk about their research topic at a PhD or Masters level? Confirmation requirements specified for UTAS graduate research include:

- The minimum number of supervisory meetings have been held.
- The Research Plan has been reviewed and approved by the Committee.
- The Committee has assessed the submitted written work to be of an appropriate standard.
• The candidate has completed an oral presentation to the School (including a question and answer session).
• The candidate’s general progress, in relation to stated milestones, is considered to be satisfactory.
• The candidate has completed the compulsory unit/s of the Graduate Certificate in Research.

An online form is also to be completed (in iGrad) prior to the confirmation meeting.

**School of Engineering additional requirements for confirmation**

As a rule, Schools have additional confirmation requirements. To ensure quality of your candidature, the School of Engineering has established the following additional processes and requirements for confirmation:

**Pre-confirmation Written Submission**

A pre-confirmation review is expected at 6 months for a PhD or 4 months for a Masters candidate. The review consists of the candidate submitting a substantial academic written document relevant to their research topic and candidature. The exact form of this document will be as agreed with their supervisors, and may consist, for example, of draft material suitable for inclusion in the introductory chapters of the thesis (introduction, literature review, aims), a draft conference paper intended for a full-paper peer-reviewed international conference, or equivalent. The submitted document should demonstrate the candidate’s ability to write at a PhD or Masters level. In some cases substantial material for the Preliminary Research Plan could also satisfy this requirement if approved by the supervisors. The submission is to be made to the supervisors and the Graduate Research Coordinator.

The supervisory team is to assess whether the written material is acceptable at a PhD or Masters level, and inform both the candidate and Graduate Research Coordinator of the outcome. If the written material is deemed unsatisfactory, detailed feedback on the actions required to bring the material up to standard should be provided by the primary supervisor to the candidate, and the candidate should make corrections and resubmit the written material prior to confirmation in accordance with an agreed schedule.

The candidate’s performance on this pre-confirmation task will be taken into consideration at the final confirmation.

**Submission of Written Material for final Confirmation**

Written material for final confirmation should be in addition to the pre-confirmation written material. The exact form of this document will again be agreed with the supervisors. An updated project plan demonstrating technical depth is also to be submitted.

**Oral presentation**

The confirmation talk is to be delivered to the School and will involve an “Academic Panel”. This panel may ask difficult questions and the passing of the oral presentation is more than just a formality. It is expected that the candidate will demonstrate a good knowledge of their research topic and planned research. The panel will include the Head of School, the Graduate
Research Coordinator, supervisors and other distinguished academics. The format will generally be 20 minutes for the candidate to give their presentation and then 30 minutes for the panel and general audience to ask questions of the candidate.

The candidate should at a minimum present details of their project background and review of literature, project aims, research plan and methodology (demonstrating technical depth) and progress to date.

**Confirmation Committee**

A confirmation committee will be formed to provide a confirmation recommendation to the Graduate Research Coordinator. Information on the confirmation committee can be found in Appendix B.

**School Confirmation Process**

The steps involved in the final School confirmation process have been documented and should be followed. Please refer to Appendix B.

**Annual Review**

All Graduate Research candidates, including those who are full-time, part-time, or studying externally must participate in an annual review to ensure their continued enrolment. A brief report by the supervisor about any candidates on suspension is also required.

This annual review involves completion of the Annual Review online form (in iGrad) prior to the review meeting and participation in a formal meeting between the candidate, the supervisors and Graduate Research Coordinator.

**Supervisory Meetings (Bi-monthly)**

A minimum of six official supervisory meetings are required to be held each year and signed off by the primary supervisor (online on the UTAS “inSite” candidate management system). These should be attended by the candidate and the full supervisory team (a virtual meeting, eg using Skype, may be used in cases where a physical meeting of all parties is not possible).

**Research Seminars**

It is expected that Graduate Research candidates should participate in the regular series of research seminars (talks) held in the School. This includes attending all seminars and asking questions of presenters and also performing occasional presentations (eg a half-hour presentation annually and a one-hour final presentation near the end of candidature). Participation in these seminars is generally found to enhance understanding of what constitutes appropriate research at graduate research level and aids preparation for confirmation, conferences, journal publications and thesis writing.

**Opportunities for Teaching Experience**

The School often recruits Graduate Research candidates to assist with laboratory demonstrations, tutorials and assignment marking in undergraduate teaching. In rare cases during final stages of candidature postgraduate candidates may be invited to give lectures. Graduate Research candidates interested in participating must obtain written approval of their primary supervisor in the first instance, and then express
their interest to the school secretary (who keeps a register of available graduate research candidates) and relevant academic staff in the school. It is particularly important for first year Graduate Research candidates to discuss their intention to participate in teaching with their primary supervisor.

**The Thesis**

**Thesis preparation**

At the end of the research program each candidate presents a thesis for examination by experts in the field. The award of the degree depends entirely on the thesis and the candidate’s list of publications. To ensure the quality of research conducted by the candidates, it is expected that each Ph.D candidate would normally publish at least two (2) papers in international scientific journals (ERA listed – see http://www.arc.gov.au/era/default.htm), and at least two (2) full refereed papers in proceedings of national or international conferences. Each MEngSc candidate should publish at least two (2) full refereed papers in proceedings of national or international conferences.

The University of Tasmania appoints two experts outside the University as examiners. The examiners typically know nothing about the candidate or the way that the research project proceeded other than what is contained in the thesis presented for examination. Therefore, it is important that the thesis conveys clearly the description of the project, how it relates to the field as a whole, how the project was pursued, what techniques were used and how successful they were, and the outcomes of the research. All this must be presented in an integrated, coherent form that displays the competence of the candidate and demonstrates that a substantial and original contribution to knowledge has been made. Obviously your supervisor(s) are the best people to proof read your thesis and approve it for examination.

**Submission**

Candidates have the right to submit their thesis for examination despite contrary advice from their supervisor(s) and Head of School that it is not suitable or ready for submission. However, candidates should recognise the risks in ignoring such advice. Experience shows that any criticisms made by a supervisor or Head of School are generally repeated in unfavourable reports by the examiners.

**Examination**

The Board of Graduate Research appoints examiners after taking advice from the Head of School. The examiners are all external to the University, and normally at least one will be outside Australasia. The names of the examiners remain confidential until the examination process is completed and the award of the degree has been determined. All correspondence with the examiners must be conducted through the Secretary of the Board of Graduate Research.

Each examiner submits an independent report on the thesis. An examiner may ask that certain questions be put to the candidate and that the responses be considered either by the examiner or the Head of School. When all the reports have been received, the Head of School will consult with the supervisor(s) and provide a recommendation as a guide to the Board of Graduate Research. The Decision on how to respond to the reports from the
examiners is made by the Board. The Board seeks the support of two examiners before it recommends the award of the degree.

**Notification of the result of examination**
The Secretary of the Board of Graduate Research will notify candidates of the outcome of the examination as soon as it has been determined by the Board, and will provide copies of the examiners’ reports.

**Viva Voce Examination (verbal defence of your thesis)**
If you are a doctoral candidate, once examination of the thesis is complete (having produced a majority of pass grades confirmed by the Dean), you will proceed to the viva voce examination, the verbal defence of your thesis. Examiners for this oral examination will usually be international experts in your field of research. Please see the information on the UTAS Graduate Research website for details on this Viva Voce examination.

**Postgraduate Travel**
University policies, procedures and forms pertaining to travel are located at [http://www.utas.edu.au/docs/fin_services/travel/](http://www.utas.edu.au/docs/fin_services/travel/). This information should be read, with particular reference made to items such as travel authorisations and insurance. Note that specific travel authorisation from the Head of School is required for all interstate travel and overseas travel also requires approval from the Dean of the Faculty.

For conference travel, candidates should plan their attendance well in advance and involve their supervisors in planning. Candidates must have a peer-reviewed full research paper accepted at the conference and should have applied for UTAS central conference funding support for that conference. Supervisors may be able to provide limited financial support for agreed conference travel.

Following travel, candidates are expected to expedite timely provision of required documentation, (eg. Travel Diary, Payment Request Form and associated receipts).

**Leave**
Similar to academic staff, full time graduate research candidates are entitled to leave of various forms. For example, a maximum of 20 days recreational leave is generally allowed each year. Timing of leave should be agreed with the supervisors. For further details, see [http://www.utas.edu.au/__data/assets/pdf_file/0010/214669/Guidelines-for-Leave-Entitlements.pdf](http://www.utas.edu.au/__data/assets/pdf_file/0010/214669/Guidelines-for-Leave-Entitlements.pdf).

**School of Engineering top-up “scholarships”**
The School is committed to providing top-up support to postgraduates in line with the following guidelines:

- Masters and PhD students who do not have a top-up or tuition fee scholarship specified in their UTAS Offer of Enrolment will be awarded a School Top-up (subject to HOS approval).

- The School Top-up will be paid at a rate of up to $5,000/annum* for up to 2 years for Masters and for up to 3 years for PhD with a possible extension of up to 6 months (for PhD only). *A maximum of
$2,000 will be paid prior to successful confirmation of candidature – on confirmation, a “catch-up” payment will be made. The awarding and continuation of the Top-up is subject to HOS approval and satisfactory progress, including a successful confirmation outcome and annual review outcomes of at least a B rating.

**UTAS “write-up scholarships”**
On submission of the thesis for examination, candidates who have an Australian Postgraduate Award (APA) or Tasmanian Graduate Research Scholarship (TGRS) that has not expired may apply to the Graduate Research Office for a “Write-up Scholarship”. Applying for this scholarship is done by sending an email to GRO at the time of submission of the thesis for examination. A condition of the scholarship is that the candidate work full-time on writing up journal papers resulting from their candidature. It is common to apply for a 3 month scholarship. The scholarship would cease on lodgement of the final completed thesis or the expiry of the scholarship period.

**Student Complaints and Support**
The University aims to ensure that your time here is enjoyable and rewarding. However if you have a concern that is affecting your study, the University has created a web page to offer you guidance for solving these problems. Most issues can be resolved informally and therefore you are encouraged to discuss the matter with the person involved as a first step. The web page deals primarily with complaints concerning assessment and academic progress; however advice on who to contact concerning complaints about non-academic issues is also included. [http://acserv.admin.utas.edu.au/complaints_info.html](http://acserv.admin.utas.edu.au/complaints_info.html)

The following contacts may also be useful to you:
- Learning Skills Adviser (6226) 2781
- Careers Adviser (6226) 2098 or 2263
- Student Counsellor (6226) 2099 or 2104
- Disability Officer (6226) 2381
- Child Care (6226) 2088
- University Chaplains (6226) 2385
- Student Employment Service (6226) 2511
- University Doctors’ Surgery (6226) 2102 or 7461
- English Language Centre (6226) 2706
- International Student Office (6226) 7836

**Smoking**
Smoking is not permitted in any common-use area of any University building, e.g. corridors, lecture rooms, student rooms, libraries, laboratories and areas with air conditioning or mechanical ventilation. Thus, smoking is not permitted anywhere within the Engineering Buildings, nor is it permitted within 10 metres of the buildings.

**Administrative Matters**

**Keys and key Cards**
Keys for your office and other rooms are available from the School secretary (room 315). For after hours access to the building via the front entrance...
you need to obtain an appropriate authorisation from your supervisor and the Head of School. See the School Secretary for details.

For laboratory access you need to complete the Laboratory Access Requisition Form and obtain an appropriate authorisation (and signatures) from your supervisor as well as the relevant laboratory supervisor. The form is available from the School Secretary.

**Mail**
Incoming mail is distributed through mailboxes in the facilities room (room 329). Outgoing mail is placed in the mail-out tray in the School Office (room 315). This is used for internal mail within the university and official external mail. Personal mail must have the appropriate postage stamp affixed.

**Office services**
In general, secretarial assistance is only provided for the Head of School. School of Engineering stationery may be used for official purposes, e.g. relating directly to your research project.

The School supplies office requisites such as pens, writing pads and folders. Also see the School Secretary (room 315) for the following:
- Overhead transparencies and CDs;
- Purchase of additional office supplies using research grants;
- Purchase of photocopy cards.

A facsimile machine is located in the facilities room (room 329).

**Petty cash**
The School does not encourage the use of petty cash as all laboratory staff have university credit cards. If essential you may make petty cash purchases (up to $200) but they must be approved by your supervisor and the Head of School prior to the purchase of goods. A tax invoice must be obtained for all purchases where possible, and it is essential to obtain one for purchases valued at $100 or more. For reimbursement you will need to submit a receipt and a completed Petty Cash Claim Form to the Secretary. Refunds may be refused if this procedure is not adhered to.

Items costing more than $200 may only be purchased by your supervisor (using a University Business Card or University Purchase Order) or delegated to a member of the School’s technical staff. Consult your supervisor for details.

**Computing and printing facilities**
All doctoral candidates will normally be provided with a new computer at the start of candidature. All masters candidates will be provided with a capable computer (normally no more than 12 months old) at the start of candidature. Any special computing requirement at the start or during your studies should be discussed with your supervisor.

In addition to (or instead of) a normal desktop computer, a laptop computer needed for postgraduate research may be purchased using a research account provided by your supervisor and approved by the Head of School.

Microsoft Outlook should be used for email and also its calendar capabilities (eg for scheduling of group meetings).
No charge is made to Graduate Research candidates for the use of the computers and laser printers for work associated with research, but they are expected to minimise the amount of printing done and the paper consumed. Our colour laser printer has particularly expensive running costs so its use should be limited to only absolutely essential colour printing (eg for necessary colour pages of your final thesis). The use of printers is monitored and a limit set. This limit can be expanded on the request of your supervisor.

**Photocopying**

Photocopiers are operated using an access number available from School IT Support. There are two photocopiers, which are located in the facilities room (room 329).

Copy cards for use with library photocopiers can be obtained from the School Secretary.

**Telephones**

Telephones in postgraduate candidate areas provide access to all internal telephones within the University, and to the local telephone area. For emergencies, telephone the Police, Fire Brigade and Ambulance on 000. Please note that if using a University telephone “0” must be dialled prior to dialling 000 to obtain an outside line.

The following emergency contacts may be useful to you:
- University Security: (6226) 7600
- School Secretary: (6226) 2135

If 0-000 is called, please contact Security (7600) as soon as possible so that they can arrange to meet and direct emergency services to the location. Public telephones are located in the Student Union Building, the Sandy Bay Campus.

The use of all the School’s phones is reported monthly to the Head of School and only business calls should be made. If you need to make a national or international call you should obtain permission from your supervisor and contact the School Office.

**Who is Who in the School of Engineering**

Head of School: Professor JC Olivier
Room 327, Tel: (03) 6226 2131
E-mail: Jan.Olivier@utas.edu.au

Deputy Head of School and Degree Coordinator: Dr Damien Holloway
Room 312, Tel.: (03) 6226 2133
E-mail: Damien.Holloway@utas.edu.au

Research Committee Chair: Professor Michael Negnevitsky
Room 330, Tel: (03) 6226 7613
E-mail: Michael.Negnevitsky@utas.edu.au

Graduate Research Coordinator: Dr Tim Gale
Room 222, Tel: (03) 6226 2753
E-mail: T.Gale@utas.edu.au
Publication Coordinator: Dr Danchi Jiang
Room 308, Tel: (03) 6226 2145
E-mail: Danchi.Jiang@utas.edu.au

School Secretary/Personal Assistant to Head of School: Eliza Green
Room 315, Tel.: (03) 6226 2076  Fax: (03) 6226 7247

School Secretary/Admin Assistant: Mary Dixon
Room 315, Tel.: (03) 6226 2135  Fax: (03) 6226 7247

School & Finance Manager: Danielle Stokes
E-mail: Danielle.Stokes@utas.edu.au
APPENDIX A  
School of Engineering Graduate Research Candidate 
Induction Checklist

This induction checklist is to be issued to both the supervisor and the candidate. Each task is to be ticked on completion and to be signed by the candidate’s supervisor and the head of school at the conclusion of the induction process.

1. Preparation.
- Arrange a work station or office, phone and extension.
- Arrange stationery and other office supplies.
- Update contact details on School of Engineering website.

2. Commencement.
- Supervisor to meet with new candidate on the first day when they arrive.
- Issue School of Engineering Induction handbook together with a copy of this checklist.
- Introduction to staff and graduate research candidates in the School of Engineering.
- Explanation of organisational structure.
- Issue of office keys and arrange name on door.
- Issue of security card for access to labs, staff and postgraduate room and after hours access to main Engineering building.
- Issue of photocopier password.
- Completion of postgraduate enrolment forms and associated administration.
- Issue of UTas candidate identity card.

- Establish computer network account with access to internet and email.
- Ensure candidate is aware of the Research section of the UTAS website and that they need to keep up-to-date with the information there.

3. Orientation and walk.
Graduate research candidate to be walked through the School and the University facilities:
- School Office.
- Engineering labs.
- Engineering staff and postgraduate rooms and toilets.
- Facilities room: photocopying, facsimile and other office equipment.
- Science library.
- Morris Miller library.
- University cafeterias, bank, staff club, book store, car parking.
- Sports and Recreation facilities.

4. Office set-up.
- Internal and external phone dialing system and phone directory.
- Internal and external mail systems.
- Location and ordering of stationery supplies.
☐ Recommended hours of work and procedures for reporting of leave and absences.
☐ Set-up of desk, computer and chair according to OH&S standards.

5. **Occupational Health and Safety (OH&S).**
☐ OH&S within the School and the University: refer to University website.
☐ Completed the online MyLO Work Health and Safety Training - Accountable Person Training.
☐ Candidate’s OH&S responsibilities and identification of safety issues or hazards they may encounter.
☐ Procedures for resolving OH&S issues within the School and reporting hazards and incidents.
☐ Requirements for personal protective lab clothing and equipment.
☐ Identification of School’s OH&S representative and first aid officers.
☐ Emergency procedures, plans and exits.
☐ University security.

6. **Other items.**
☐ Candidate's role and research objectives.
☐ Supervisor and Graduate Research candidate expectations.
☐ Supervisor and Graduate Research candidate meeting arrangements.
☐ Performance expectations and performance management procedures.
☐ Teaching and demonstrating opportunities within the School of Engineering.
☐ School of Engineering postgraduate functions and social involvement.
☐ Tasmanian University Postgraduate Association (TUPA) functions and social involvement. Meet School’s current TUPA contact.
☐ University Clubs and Societies.
☐ Graduate Research candidate support services: counseling, housing, health services, overseas student support.
☐ Learning and development opportunities within the School and the University, including Library workshops and English language programs.
☐ Young Engineers Australia –YEAT activities. Meet School’s YEAT representative.
☐ School Research Seminars program.

When completed, the candidate to sign and submit to the primary supervisor (the primary supervisor is to retain the form)

Candidate Name:………………………………………………
Signature:………………………………………………
Date:…………………………………………
APPENDIX B: School of Engineering (SoE) Confirmation Committee and Confirmation Process

The Confirmation Committee’s role
The role of the confirmation committee is
- Consider the written material presented for confirmation prior to the confirmation candidate’s oral confirmation presentation.
- Attend the candidate’s oral confirmation presentation and ask relevant questions.
- Provide a confirmation recommendation, and justification for the recommendation, to the GRC.

Confirmation Committee
The confirmation committee should comprise the following members from the SoE:
- the HOS (or deputy HOS or representative),
- the Graduate Research Coordinator (GRC),
- the supervisors, and
- a disinterested academic staff member.

In addition, there may be an external member of the committee, who would normally have appropriate research standing and RHD supervision experience and (whenever possible) expertise relevant to some aspect of the candidate’s research.

The SoE confirmation process
The normal SoE confirmation process should proceed as follows:
1) The GRC arranges for the candidate’s oral confirmation presentation to be scheduled in the regular SoE seminar series.
2) A confirmation committee is formed by the GRC. The GRC will usually invite a committee member (other than the supervisors) to chair the committee.
3) At least 2 weeks prior to their oral presentation, the candidate submits their confirmation report on iGrad, including the required written material and supporting documents.
4) The primary supervisor submits their supervisor report on iGrad.
5) The candidate and supervisor reports are circulated to the confirmation committee for consideration prior to the oral confirmation presentation.
6) The candidate delivers their oral confirmation presentation to the School with the confirmation committee present (forming an “academic panel” at the presentation).
7) The confirmation committee (preferably in a meeting immediately after the oral presentation) discusses the case for confirmation and provides a confirmation recommendation to the GRC and notes justifying the recommendation.
8) The candidate’s confirmation meeting is then held, involving the GRC, supervisors and candidate. A confirmation outcome is completed by the GRC at the meeting, which should be one of the following:
   a) That candidature be confirmed.
   b) That candidature cannot be confirmed at this time and the pre-confirmation period should be extended.
   c) That candidature cannot be confirmed and should be terminated.
   d) (For Doctoral Candidates Only) – Candidature be transferred from a Doctoral to a Masters Degree.
**APPENDIX C: New Postgraduate “Day 1” Recommended Tasks**

1. **Required/Suggested items**
   a. Letter of Offer
   b. ID (e.g. passport)
   c. Details of current address, phone number
   d. Emergency contact information

2. **Bank Account**
   Does the student have an existing Australian bank account?
   - Yes (go to step 3)
   - No
     1. Take student to Commonwealth Bank (on-campus branch near Activities Centre/Co-op Bookstore)
     2. At enquiries/new accounts desk tell them you have a new post-grad and setup a new bank account. (The staff will know what to do.)
        - NOTE: This requires ID (e.g. Passport) and an address to send a bank card to.
        - As this can take 5-7 business days, it may be safer to use the School of Engineering Address (i.e. Private Bag 65, Hobart, Tas 7001)

3. **Graduate Research Office**
   a. Take student to Graduate Research Office. Tell the staff you have a new post-grad.
   b. Staff will give student an enrolment form to fill in.
      - Can use temporary address and change it later.
      - This requires emergency contact info, both local, and international (if applicable).
   c. If student will be receiving a scholarship, they will be required to fill in a second form with bank account information.
   d. Enrolment should be processed overnight. Student will receive an email when enrolment is processed.

4. **Other locations as required (e.g. Accommodation Services)**

5. **Day 2 / After Enrolment is Processed – Student Admin**
   a. Take Student to Student Admin to get their Uni ID Card.
**APPENDIX D: Requirements Overview for PhD Candidates**

There are five major milestones to complete the degree. These are summarised below and also shown in a simplified timeline in Figure 1.

1. **Graduate Research Certificate**

   PhD Candidates must complete the Graduate Certificate in Research Certificate within the first two years of candidature. This includes a total of four units; two compulsory (XGR501 and XGR502) and two elective. The list of elective units can be found in the [Graduate Certificate Brochure](DOCUMENT_NAME). Before Confirmation of Candidature (see milestone 3) the Candidate must have completed XGR501 and one other Graduate Certificate unit. As the compulsory units are useful for later milestones it is recommended that candidates enrol in these units within the first 6 months of candidature if possible. Enrolment in units for the Graduate Certificate is completed online in [iGrad](DOCUMENT_NAME). Details of the Graduate Certificate can be found in [DOCUMENT NAME](DOCUMENT_NAME).

2. **Research Plan and Preliminary Written submission**

   A research plan must be submitted to the Graduate Research Office within 6 months of candidature. The research plan will aid in keeping the Candidate on schedule and act as a reference to assess the Candidate’s progress. At this time the School of Engineering also requires a preliminary written submission. Detailed requirements for the research plan and written submission can be found in [DOCUMENT NAME](DOCUMENT_NAME).

3. **Confirmation of Candidature**

   The confirmation process is intended to assess the Candidates progress and provide an opportunity for formal feedback. Confirmation is to take place between 6 and 11 months after commencement. The Candidate is required to submit a literature review (or other significant body of work) and give an oral presentation to the School of Engineering and a panel of experts. The confirmation process must be initiated online in [iGrad](DOCUMENT_NAME). Full detail of the process and requirements for confirmation can be found in the [Confirmation Guidelines](DOCUMENT_NAME).

4. **Annual Reviews**

   All higher degree by research candidates and their supervisors are required to complete a Review of Progress each year. This gives an opportunity for the Supervisors to give formal feedback on the Candidate’s progress and also allows any concerns the Candidate may have to be raised. The Research Plan will be used to evaluate progress, so it is important that this be kept up to date by the Candidate in consultation with the Supervisors. Details of the review process can be found in [DOCUMENT NAME](DOCUMENT_NAME).

5. **Submission of Thesis**

   The thesis is the main component on which the degree will be examined. Preferably the thesis should be submitted for examination after three years of candidature; it must be submitted within four years of candidature. The Candidate must also defend their Thesis in a [Viva Voce](DOCUMENT_NAME) (oral defence). Candidates may choose to obtain a degree by publication. Full requirements for the thesis and viva voce can be found in [DOCUMENT NAME](DOCUMENT_NAME).
Figure 1: Simplified PhD Candidate Timeline

- **6 Months**: Research Plan
- **12 Months**: Confirmation of Candidature (11 Months)
- **24 Months**: Annual Review
- **36 Months**: Target Thesis Submission/Annual Review
- **48 Months**: Maximum Allowable Submission Date
APPENDIX E: Requirements for Masters Candidates

There are five major milestones to complete the degree. These are summarised below and also shown in a simplified timeline in Figure 2.

1. Graduate Certificate in Research

Masters Candidates must complete 50% of the Graduate Certificate in Research during candidature. The Graduate Certificate is comprised of two units; one compulsory (XGR501) and one elective. Before Confirmation of Candidature (see milestone 3) the Candidate must have completed XGR501 and be enrolled in a second unit (XGR502 or an elective). The second unit must be completed before submission for examination. The list of elective units can be found in the Graduate Certificate Brochure. Enrolment in units for the Graduate Certificate is completed online in iGrad. Details of the Graduate Research Certificate can be found in DOCUMENT NAME.

2. Research Plan and Preliminary Written submission

A research plan must be submitted to the Graduate Research Office within 4 months of candidature. The research plan will aid in keeping the Candidate on schedule and act as a reference to assess the Candidate’s progress. At this time the School of Engineering also requires a preliminary written submission. Detailed requirements for the research plan and written submission can be found in DOCUMENT NAME.

3. Confirmation of Candidature

The confirmation process is intended to assess the Candidates progress and provide an opportunity for formal feedback. Confirmation is to take place within 7 months of commencement. The Candidate is required to submit a literature review (or other significant body of work) and give an oral presentation to the School of Engineering and a panel of experts. The confirmation process must be initiated online in iGrad. Full detail of the process and requirements for confirmation can be found in the Confirmation Guidelines.

4. Annual Reviews

All higher degree by research candidates and their supervisors are required to complete a Review of Progress each year. This gives an opportunity for the Supervisors to give formal feedback on the Candidate’s progress and also allows any concerns the Candidate may have to be raised. The Research Plan will be used to evaluate progress, so it is important that this be kept up to date by the Candidate in consultation with the Supervisors. Details of the review process can be found in DOCUMENT NAME.

5. Submission of Thesis

Within two years the Candidate must submit a Thesis for examination. The Candidate must also defend their Thesis in a Viva Voce (oral defence). Candidates may choose to obtain a degree by publication. Full requirements for the thesis can be found in DOCUMENT NAME.
Figure 2: Simplified Masters Candidate Timeline